

State of MONTANAKINDS AND NUMBER OF PROFESSIONAL MEDICAL
PERSONNEL AND SUPPORTING STAFF USED IN
ADMINISTRATION OF THE PLAN

42 CFR 431.11

(Brief description of kinds and number and their responsibilities.)

- A. MMIS Coordinator (one full-time position who has a degree in a medical-related field and four years of administrative experience or a degree in Business Administration and four years experience in the administration of a medical or medical-related program. This position is responsible for the coordination of the Department's Medicaid Management Information System (MMIS) among intra-departmental agencies, outside contractors and federal (HCFA) officials; act as primary contact for Medicaid Program on all system matters concerning MMIS, both in-house and out-of-house; define Department Medicaid policy and procedure in MMIS terms; monitors MMIS contractor performance and coordinates claim processing functions and issues within the Medicaid Bureau.
- B. Utilization Control Coordinator (one full-time position) who has a bachelor's degree in nursing or a related field and two years of experience in nursing and two years of experience in program administration and planning. This position plans, organizes and implements specific programs and policies related to the functions of the Bureau; interprets federal and state regulations and rules to providers, clients and other interested parties; develops and monitors contracts for provision of reviews and services as required by federal and state rules and regulations and provides expertise in and review capability of medical services.
- C. Program Specialist II (one full-time position) who has a bachelor's degree in medical records, nursing or a related field. Performs utilization review activities, including trend analysis and claims review to insure that Medicaid services are provided within the limitations outlined in the Administrative Rules of Montana. Monitors major utilization review contracts.

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- D. Long-Term Care Specialist (eleven full-time positions) who has a master's degree in social work or a bachelor's degree and three years experience as a social worker. These workers are responsible for the payment and planning of services in the State's Medicaid funded long-term care system for certain elderly, physically handicapped and developmentally disabled persons. This includes pre-screening of all Medicaid-eligible persons who are referred for long-term care; review and approval of plans of care for Medicaid-eligible persons in long-term care; systems resource development and administrative duties.